



F. No. 1-1/2022/Misc./V&L/

**Vigilance and Legal Section**

National Council of Educational Research and Training  
Sri Aurobindo Marg, New Delhi - 110016

Dated: November 29, 2022

**Subject: Maintaining office decorum during Office Hours (09.00 AM to 05.30 PM)**

Despite issuance of number of circulars/office orders by Council on the above subject, it has come to the notice that certain Employees (Regular/Contractual/Outsourcing) are found roaming in the campus during office hours. Moreover, a few employees of the Council residing in the Campus are in the habit of coming late after lunch time. Director, NCERT, has taken a very serious view of it.

In order to maintain the office decorum and strict adherence to the prescribed working hours by the employees, following teams are constituted for physical inspection and checking of Biometric Attendance of the employees of NCERT. The teams will submit the daily report on daily basis to Vigilance and Legal Section for taking further necessary action in the matter.

1. Team constituted for physical inspecting/checking of Biometric attendance of the Departments of the Council, which will be matched with the leaves availed by the concerned:

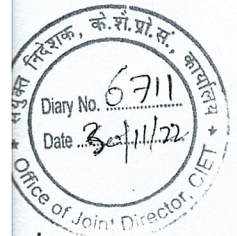
S. No.	Name of the Official
1.	Professor Dinesh Kumar Dean (Research) (for overall supervision)
2.	Professor Prabhat K. Mishra Head, DEPFE
3.	Smt. Usha Kapoor Under Secretary
4.	Sh. Kamal Singh Section Officer, ESD
4.	Sh. Binod Kumar (Co-ordinator) APC, NPEP, DESS

2. Committee proposed for physical inspecting/checking of Biometric attendance of the Sections of the Council, which will be matched with the leaves availed by the concerned:

S. No.	Name of the Official
1.	Professor Dinesh Kumar Dean (Research) (for overall supervision)
2.	Smt. Kiran Juneja Deputy Secretary
3.	Sh. Mahavir Singh Under Secretary
4.	Sh. U.K. Jain Business Manager
5.	Sh. K.L. Meena (Co-ordinator) Section Officer, V&L Section

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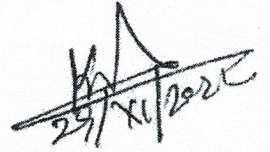


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All HoDs/Section/Division/Cell in-charge are also requested to ensure that the staff working under them are strictly complying the punctuality instructions issued from time to time.

The teams formed shall work with immediate effect.

This issues with the approval of the Competent Authority.


  
29/11/2022

(Krishna Kumar)  
Deputy Secretary

Copy to:

1. All concerned
2. PS to Director, NCERT
3. PS Joint Director, NCERT
4. PS to Joint Director, CIET
5. PS to Secretary, NCERT
6. All HODs/Dy. Secretaries/Under Secretaries of the Council
7. All Sections/Departments/Divisions/Cells of the Council

*AF - circulate*  
*DS, CIET abhen 29/11/2022*  
*cc: All Heads of Div.*

*Please circulate.*   
*23/11/22*



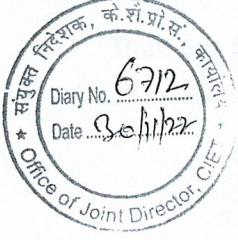


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**Vigilance and Legal Section**

National Council of Educational Research and Training  
Sri Aurobindo Marg, New Delhi - 110016

Dated: November 29, 2022



**Subject: Maintaining punctuality and office decorum during Lunch Break (01.00 PM to 01.30 PM)**

Despite issuance of number of circulars/office orders by Council on the above subject, it has come to the notice that certain employees (Regular/Contractual/Outsourcing etc.) are found to be roaming in the Campus beyond Lunch Break, i.e. 01.00 PM to 01.30 PM. Moreover, a few employees of the Council are found outside of their respective sections/departments/divisions/cells after lunch time and report late to their respective work places. A few employees residing in the Campus are in the habit of coming late after lunch break.

In order to maintain the office decorum and strict adherence to the prescribed Lunch hours by the employees, teams were constituted, vide letter of even number dated 17.08.2022, to note down the name of such employees who do not adhere to the lunch timings. The teams formed for this purpose are requested to perform their duty on regular basis, and submit their daily report latest by 03.30 PM on that day to the Vigilance and Legal Section for taking further necessary action in the matter. The team formed for this is as follows:

S. No	Team Members	Location	Remarks
1.	Smt. Karunesh Gambhir, APC, DESM Sh. Rattan Lal, Store Officer, PD Sh. Brij Bhushan, UDC, ESD	At the point near stationery store.	In case any of the members of the team is/are on leave or pre-occupied, available member(s) will discharge their duty.
2.	Sh. Vinod Kumar Sahni, APC, CR Cell Smt. Chandrakala Mohan, S.O. Sh. Manoj Kumar, UDC, Publication Division	Near S&S entry point.	
3.	Smt. Paramjit Kaur, AO, Publication Division Sh. Yagdutt Sharma, S.O., C&W Section Sh. Shubham Madan, LDC, DEPFE	T-point near Publication Store/Open Gym.	
4.	Sh. Sanjay Kumar, APC, CIET Smt. Rekha Malik, S.O., E-III Section	Near NIE Canteen.	

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राजेश्वरी शर्मा, य. डी. ए. सी. टी.  
विजिलेन्स एंड लीगल सेक्शन


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	Sh. Savender Dayal, UDC, CIET		In case any of the members of the team is/are on leave or pre-occupied, available member(s) will discharge their duty.
5.	Smt. Shakuntla, U.S. Smt. Tripti, S.O., DEAA Sh. Anil Drall, UDC, R&I Section	Team will take round within campus.	

All HODs/Section/Division/Cell in-charge are also requested to ensure that the staff working under them are strictly complying the punctuality instructions issued from time to time.

The teams so formed shall work with immediate effect.

This issues with the approval of the Competent Authority.

  
(Krishna Kumar)  
Deputy Secretary

Copy to:


1. All concerned
2. PS to Director, NCERT
3. PS Joint Director, NCERT
4. PS to Joint Director, CIET
5. PS to Secretary, NCERT
6. All HODs/Dy. Secretaries/Under Secretaries of the Council
7. All Sections/Departments/Divisions/Cells of the Council

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